



HOW TO CHANGE THE TIME ON THE TOSHIBA CT

The time and date **MUST** be set from the Main Extension (This is typically extension 10 or extension 200)

To Set The Date:

- 1) Press **Intercom**
- 2) Dial **#651**
- 3) Dial the **Date** in the following format: (YY/MM/DD)
- 4) Press the **Redial** button
- 5) Press the **Spkr** button

To Set The Time:

- 1) Press **Intercom**
- 2) Dial **#652**
- 3) Dial the **Time** in the following format: (HH/MM/SS)
- 4) Press the **Redial** button
- 5) Press the **Spkr** button

To Set The Day:

- 1) Press **Intercom**
- 2) Dial **#653**
- 3) Dial the Day in the following format:
 - 1 = Sunday**
 - 2 = Monday**
 - 3 = Tuesday**
 - 4 = Wednesday**
 - 5 = Thursday**
 - 6 = Friday**
 - 7 = Saturday**
- 4) Press the Redial button
- 5) Press the Spkr button

The new time should appear in the display of your Toshiba telephone.